

## **Director, Benefits Transformation Fund** (Independent Contractor)

**Vision** | This role serves as the strategic and operational core of the Benefits Transformation fund - a leader that can help translate Colorado's transformative vision for benefits delivery into high-impact execution. The Director ensures philanthropic capital is deployed with rigor, clarity, and agility to meaningfully accelerate systems change in public benefits for the good of families in Colorado and beyond.

**Location** | Strong preference for contractor to be based in Denver area to facilitate in-person collaboration; open to remote collaboration for the right candidate

**Timeline** | Envisioned as a multi-year contract to align with the length of the fund, with an initial annual term with option to renew.

**Structure** | The Director of the Benefits Transformation Fund will be engaged as an independent contractor through the Fund's fiscal sponsor, Impact Charitable. The Director will provide agreed-upon deliverables and periodic progress updates to the Fund's Executive Committee and will coordinate closely with the Founding Funder to ensure alignment with Fund priorities.

### **Background**

The **Benefits Transformation Fund (BTF)** is a pooled philanthropic fund designed to accelerate the transformation of public benefits delivery in Colorado. The Fund supports efforts in Colorado and beyond to reimagine and rebuild the technology, infrastructure, and capacity that enable households to access critical public benefits with speed, dignity, and accuracy.

BTF is a time-limited, impact-oriented fund intended to provide flexible risk capital for innovation, public infrastructure, cross-state collaboration, and talent deployment in support of a once-in-a-generation opportunity to modernize benefit systems in Colorado and establish a national model for replication. The Fund is co-governed by philanthropic partners and state leadership and is expected to deploy \$5–10M over approximately three years.

The Benefits Transformation Fund Director is a newly created, project-specific contractual role serving as both a strategic partner and operational lead responsible for driving the Fund's work forward, ensuring that resources are deployed effectively, aligned with BTF governance and in service of meaningful systems change.

## Position Summary

The Director of the Benefits Transformation Fund will serve as the central operational lead for the Fund, providing operational leadership, coordination, and execution support across funders, state partners, fiscal sponsors, and funded entities, and supporting alignment of Fund activities with overarching strategy, and intended impact.

This role requires a leader who combines strategic instincts with operational excellence to operationalize ambitious goals, manage complexity across sectors, and push technical modernization efforts systems transformation. The Director will work in close coordination with Gary Community Ventures, the State of Colorado (including the Governor's Office and Colorado Digital Service), the Fund's fiscal sponsor, and funders.

## Key Responsibilities

### Fund Administration & Operations

- Serve as the primary operational lead and strategy partner for the Benefits Transformation Fund and its Executive Committee, ensuring successful investments while maintaining a clear line of sight to transformative impact.
- Coordinate closely with the fiscal sponsor to support contracting, grant/contract execution, disbursements, and reporting-
- Track fund progress, commitments, and disbursements across grants, service contracts, and purchase orders.
- Ensure fund activities align with established governance documents, MOUs, and decision-making processes.

### Investment Coordination & Execution

- Finalize incoming grants by preparing and coordinating draft grant proposals and related materials, using existing BTF templates and inputs from funders as appropriate.

- Operationalize fund initiatives to align with BTF's strategic investment areas, and guiding principles, proactively surfacing considerations, risks and decision points for best outcome
- Apply technical fluency to evaluate and support technology-focused investments—engaging substantively with vendors, digital service teams, and modernization efforts to ensure projects are on track and maximally impactful
- Coordinate with funded entities and the fiscal sponsor to support contracting processes, project launch activities, milestone visibility, and deliverable tracking.

### Partner & Stakeholder Coordination

- Cultivate trusted working relationships with public sector partners to facilitate collaboration, remove barriers, and amplify the Fund's reach and credibility
- Serve as the primary point of contact for funders, state partners, funded organizations, vendors, and consultants related to fund administration.
- Coordinate with Gary Community Ventures as Founding Funder to support issue escalation, and priority alignment as appropriate and consistent with Fund governance.

### Reporting, Learning & Accountability

- Produce regular updates for funders and the broader field
- Support light-touch evaluation, learning, and documentation efforts to capture progress, challenges, and emerging insights for the field
- Oversight of funded entities to ensure effective cross-state learnings and collaboration to drive impact beyond Colorado

### Adaptive Problem Solving

- Identify and proactively address operational, legal, or coordination challenges that could delay or dilute impact.
- Drive the ongoing refinement of fund processes, templates, and workflows as the Fund evolves.
- Assist stakeholders in navigating open questions related to fiscal sponsorship, fund mechanics, and appropriate guardrails to support the effective launch and operation of the Fund.

## Required Skills & Competencies

- **Strategy-to-Execution Leader:** Proven ability to operationalize strategy—comfortable moving complex, ambiguous work forward and translating high-level vision into concrete plans, milestones, and outcomes.
- **Technical Knowledge:** Brings a working understanding of technology systems and modernization—enough to engage substantively with technical teams, pressure-test approaches, and ensure that technology investments are delivering on their transformative promise.
- **Operational Excellence:** Proven ability to manage complex, multi-party operations and keep timelines, budgets, and documentation on track.
- **Cross-Sector Fluency:** Experience working with or across philanthropy, government, nonprofits, and/or technology vendors.
- **Collaborative Communicator:** Skilled at coordinating diverse stakeholders and serving as a credible, outward-facing representative of the Fund’s vision with government, philanthropy, and technical leaders
- **Judgment & Integrity:** Demonstrated ability to steward funds and align decisions to drive impact within guardrails.
- **Systems Mindset:** Keen ability to design individual investments to contribute to broader systems transformation.

## Preferred Qualifications

- 7–10+ years of experience in program management, philanthropy, government operations, or complex initiative management.
- Experience administering pooled funds, fiscal sponsorship arrangements, or multi-funder initiatives preferred
- Familiarity with technology modernization—including digital services, legacy system transformation, or government technology procurement.
- Experience working on or alongside public benefits, digital services, or government innovation initiatives
- Working knowledge of product management practices (e.g. user-centered design, roadmapping, etc), enabling effective partnership with technical teams and ability to apply these concepts when assessing investments
- Familiarity with the Colorado ecosystem—including state agency partners, philanthropic networks, or civic tech communities is a plus, though not required.

## Compensation

The contractor will be engaged through Impact Charitable, the Fund's fiscal sponsor, for a defined term at a fixed contract rate reflecting the scope of services, expertise, and level of responsibility required for the role, payable in monthly installments upon invoicing. Compensation is intended to cover the provision of agreed-upon services and deliverables.

The engagement is envisioned as a multi-year contract aligned with the anticipated duration of the Fund, with an initial one-year term and the option to renew by mutual agreement. The contractor will maintain professional independence in how services are delivered and may provide services to other clients, subject to reasonable conflict-of-interest considerations.

The contract rate will be competitive and commensurate with experience, currently anticipated in the range of **\$180,000 - \$220,000 for the initial one-year term**, depending on scope and qualifications. The contractor will submit a monthly invoice for services provided, consistent with the terms outlined in the independent contractor agreement.

## Request for Qualifications:

Interested candidates are encouraged to submit a letter of interest, alongside a statement of qualifications or a professional resume/cv detailing relevant experience. Materials should be submitted by email to:

[benefitstransformation@garycommunity.org](mailto:benefitstransformation@garycommunity.org)

References may be requested. Role will remain open until filled, but the Fund seeks to start a contract in Spring 2026.

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*Note: This position is not employed by Gary Community Ventures, or the 33rd Talent Corporation. This contract will be with Impact Charitable, the fiscal sponsor of the Benefits Transformation Fund, a Colorado nonprofit. This solicitation is for a specialized independent contractor to provide time-bound project leadership for a discrete program. The selected partner will maintain professional independence, utilize their own equipment, and be responsible for all applicable self-employment taxes. This engagement is not an offer of employment and does not include eligibility for employee benefits.*